

Job Description

Missouri State Highway Patrol

Class Title: Criminalist III - Firearm/Toolmark

Title Code: V00515

Effective Date: 08/11/93

Date Reviewed:

Date Revised: 11/16/06

Immediate Supervisor: Criminalist Supervisor

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is a very responsible professional and technical position. Work includes performing complex and technical work in the scientific analysis of physical evidence. The employee also serves as a lead worker by training of other criminalists and laboratory technicians. Work includes preparing reports, developing procedures for the laboratory, testifying in court, and instructing others about the collection and analysis of evidence. Work is performed with considerable independence within the framework of established procedures and policies.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Regularly processes, compares, examines, and packages physical evidence (e.g., firearm, toolmarks, footwear and tire tread identification, serial number restoration, and evidence photography) from crime scenes.

Participates in crime scene investigations as needed (e.g., lifts, preserves and examines evidence); trains other criminalists in the procedures utilized in conducting said investigations.

Accepts and logs in evidence within the laboratory from various sources.

Serves as a lead worker by training the criminalists and laboratory technicians in processing trace evidence.

Provides recommendations and assists in the development and application of new techniques for upgrading laboratory capability.

Prepares evidence and exhibits; appears in court as an expert witness; maintains report files; issues periodic and special reports.

Instructs law enforcement personnel about processing physical evidence.

Generates and receives requests to and from other law enforcement agencies, prosecutors, attorneys, etc., reference criminal evidence and crime laboratory procedures.

Performs photography as required.

Performs job related travel.

Participates in the proficiency testing program for the section.

Reviews manuals, publications, etc., within the chosen/related discipline.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of state, federal and local criminal laws and regulations as they relate to the examination of physical evidence and rules of evidence.

Knowledge of the procedures and methods used in processing physical evidence.

Knowledge of the preparation of evidence for presentation in court.

Knowledge of the proper handling, operation and discharge of a variety of firearms (e.g., airguns, handguns, shoulder arms, fully automatic firearms, etc.).

Knowledge and practice of the safety rules and procedures in regard to laboratory equipment and chemicals.

Knowledge of the collection, examination, comparison, and preparation of evidence for presentation in court.

Knowledge in the use of a personal computer and a variety of laboratory and firearm related programs.

Ability to read and write, and speak proper English.

Ability to recognize similar and dissimilar minute details in order to determine if a positive or negative relationship exists.

Ability to perform work in accordance with prescribed procedures, make accurate observations of test results, and prepare accurate records and reports.

Ability to gather, assemble, correlate, and analyze facts to be incorporated into a report of laboratory work and tests.

Ability to serve as a lead worker by training criminalists and laboratory technicians.

Ability to perform microscopic work for extended periods.

Ability to maintain composure while under cross-examination in regard to personal and scientific qualifications and defend findings of fact in court.

Ability to work with highly sensitive information in a confidential and professional manner.

Ability to recognize known standards from firearms, tools, footwear, tires, etc.

Ability to operate basic photographic equipment.

Ability to carry and manipulate large and/or bulky items of evidence (e.g., tires, vehicle parts, motorcycles, safes, etc.).

Ability to speak clearly and effectively.

Ability to work with evidence that may be soiled, decomposed or contaminated with body fluids and tissue.

Ability to handle multiple assignments simultaneously.

Ability to compile and prepare information for presentation (e.g., mock trials held in the laboratory, depositions, actual court expert testimony and teaching training courses).

Ability to recognize and identify minute details.

Ability to establish and maintain effective working relations with others.

Ability to properly use laboratory equipment, photography equipment, and chemicals.

Ability to transport tools and equipment necessary to conduct crime scene investigations.

Willingness to attend autopsies and assist in the collection and packaging of evidence from autopsies.

Ability to work a nonstandard schedule and be on call.

Ability to perform job-related travel (e.g., appearing in court, conducting crime scene investigations and attending training meetings, seminars, etc.).

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a baccalaureate degree in one of the natural sciences or a closely related field. Core coursework must include both Algebra and Trigonometry (coursework in Calculus can be substituted for the Algebra and Trigonometry) and at least one semester of general chemistry with lecture and laboratory components. A minimum acceptable grade of C or equivalent in these mathematics classes, chemistry classes, and the core baccalaureate major courses are required. Core courses with grades less than C must be resolved by retaking the course and achieving a grade of C or equivalent. Prior job experience will not replace these minimum academic requirements.

OR

Previously been qualified and hired as a Criminalist I or II - Firearm/Toolmark in the Missouri State Highway Patrol Crime Laboratory System or equivalent experience in another ASCLD/LAB accredited laboratory.

AND

Possess at least two years of experience as a Criminalist II - Firearm/Toolmark or comparable experience.

NECESSARY SPECIAL REQUIREMENTS

Must possess a valid drivers' license at the time of appointment.

Obtain a Certified Instructors Certificate (Specialist) from the Missouri Department of Public Safety (if applicable).